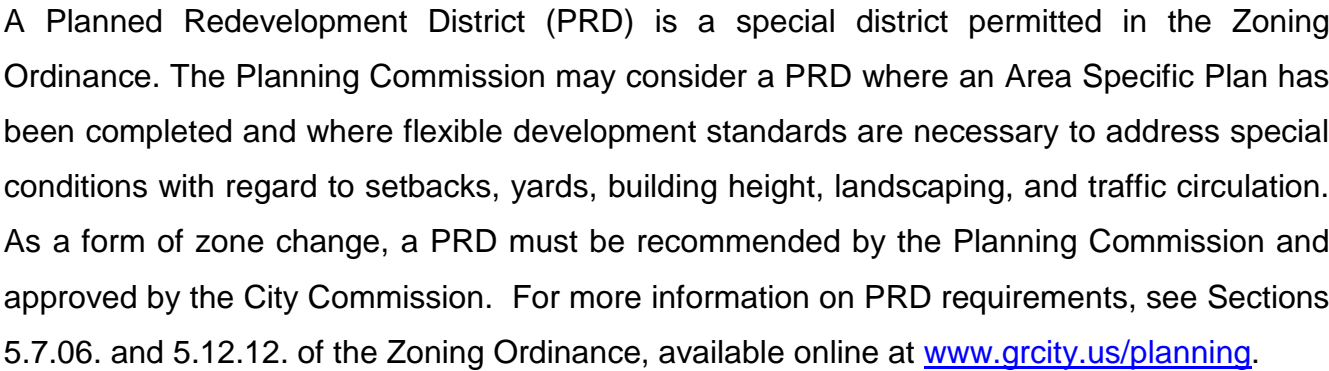




Planned Redevelopment District



An Area Specific Plan is intended to provide a closer analysis of a neighborhood than is found in the citywide *Master Plan*. A collaborative planning process, involving residents and property owners, businesses, institutions, and developers, is fundamental to the development of a successful plan. The Planning Commission may approve submission of an application for a SD-PRD without completion of an Area Specific Plan, provided that the proposed project is generally consistent with the Purpose and Intent of the SD-PRD and is consistent with the Vision, Objectives and Policies, Plan Recommendations, and Development Characters of the Master Plan. More information on Area Specific Plans is found in Chapter 11 of the *Master Plan*, available online at www.grcity.us/planning.



Planned Redevelopment District

A. PROPERTY AND PROJECT INFORMATION

Property Address _____

Parcel Number _____ Zone District _____

Lot Size Frontage: _____ ft Depth: _____ ft Area: _____ Acres/Sq Ft ☐ Rectangle ☐ Irregular

Current use of property _____

Proposed use of property _____

Has an Area Specific Plan been completed? ☐ Yes ☐ NoWill a Special Land Use approval be requested? ☐ Yes ☐ No ☐ Don't Know

Legal Description (to be provided digitally in Word or Text format)

B. APPLICANT INFORMATION

1. Applicant

Identify the person or organization requesting the PRD:

Name _____ Title _____

Organization _____ Cell Phone _____

Mailing Address _____ Business Phone _____

City _____ State _____ Zip _____ E-Mail _____

2. Applicant Interest

The applicant must have a legal interest in the subject property:

- ☐ Property Owner ☐ Purchaser by Option or Purchase Agreement
☐ Purchaser by Land Contract ☐ Lessee/Tenant

3. Property Owner ☐ Check here if Applicant is also Property Owner

Identify the person or organization that owns the subject property:

Name _____ Title _____

Organization _____ Cell Phone _____

Mailing Address _____ Business Phone _____

City _____ State _____ Zip _____ E-Mail _____

4. Representative

Identify any person representing the property owner or applicant in this matter:

Name _____ Title _____

Organization _____ Cell Phone _____

Mailing Address _____ Business Phone _____

City _____ State _____ Zip _____ E-Mail _____



Planned Redevelopment District

C. REQUIRED APPLICATION ATTACHMENTS

☐ 1. Area Specific Plan

One (1) executive summary, one (1) hard copy and one (1) digital copy of the Area Specific Plan.

☐ 2. Project Description

Written description of how the PRD will implement the recommendations of the Area Specific Plan and why flexible development standards are needed for the site. Include specific information on the proposed land uses and how those uses will be integrated within the development. Include the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, current environmental conditions, and other pertinent information. (Use letterhead if possible.)

☐ 3. Site Plans, Building Elevations and Floor Plans

Enclose the site plans, building elevations and floor plans required on the Site Plan Review Checklist.

☐ 4. Special Land Use Application

If applicable, include a completed Special Land Use application with the PRD application package.

D. REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Grand Rapids review this application and related required documents and site plans as provided in Article 12 of the Grand Rapids Zoning Ordinance. The applicant further affirms and acknowledges the following:

- ☐ That the applicant has a legal interest in the property described in this application.
- ☐ That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.
- ☐ That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- ☐ That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- ☐ If also the owner, the applicant grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

Applicant Name (printed)

Applicant Signature

Date

If the applicant is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

- ☐ Is/are aware of the contents of this application and related enclosures.
- ☐ Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Grand Rapids.
- ☐ Grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

Property Owner Name (printed)

Property Owner Signature

Date



Review Standards

Planned Redevelopment District

In addition to the Site Plan Review Standards of Section 5.12.08.D., the Planning Commission shall consider whether the proposed PRD meets the following standards.

Standard #1. *Master Plan/Zoning Ordinance.*

a. Describe how the mix of uses, density of development, and design of the proposed PRD are consistent with the Master Plan.

b. Describe how the proposed PRD is consistent with the purpose and intent of the Zoning Ordinance.

c. Describe how the proposed PRD meets the eligibility criteria of Section 5.7.06.B. of the Zoning Ordinance.

d. Describe how the proposed PRD will ensure efficient development on the property and will result in a logical and orderly development pattern in the neighborhood.

Standard #2. Neighborhood.

a. Describe how the proposed PRD will be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties, and the natural environment.



Review Standards

Planned Redevelopment District

Standard #2. Neighborhood (cont).

b. Describe how potentially adverse effects arising from the proposed PRD on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the location of screening, fencing, landscaping, buffers or setbacks.

c. Describe how the proposed development will not be detrimental, hazardous, or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, smoke, odors, glare, visual clutter, and electrical or electromagnetic interference.

d. Describe how the proposed development provides connections for pedestrians and vehicles between buildings, uses and amenities within the property, as well as connections to and from surrounding properties.

Standard #3. Environment.

Describe how the proposed development will retain as many natural features of the landscape as practicable, particularly where the natural features assist in preserving the general character of the neighborhood.

Standard #4. Public Facilities.

a. Describe how adequate public or private infrastructure and services already exist or will be provided at no additional cost, and will safeguard the health, safety, and general welfare of the public.



Review Standards

Planned Redevelopment District

b. Explain how the proposed development will not be detrimental to the financial stability and economic welfare of the City.

c. Describe how, wherever practicable, the proposed development will provide amenities, including but not limited to, park and recreational facilities, urban open space, and non-vehicular connections that serve a public purpose..

Standard #5. Other.

Where applicable, the Planning Commission shall find that the Review Standards of Section 5.12.09.E. of the Zoning Ordinance for any proposed Special Land Use will also be satisfied.



Application Procedures

Planned Redevelopment District

1. General Information

A Planned Redevelopment District (PRD) is a special district permitted in the Zoning Ordinance under certain conditions. The Planning Commission may consider a PRD where it is desirable to deviate from the standards of the existing Zone District. Flexible development standards may be necessary to address special conditions with regard to setbacks, yards, building height, landscaping and traffic circulation. As a form of zone change, a PRD must be recommended by the Planning Commission and approved by the City Commission. For more information on PRD requirements, see Sections 5.7.06. and 5.12.12. of the Zoning Ordinance.

An item unique to PRDs is the requirement for an "Area Specific Plan." See Step #3 below.

2. Pre-Application Consultation

A pre-application meeting with Planning staff is required to discuss the Area Specific planning process and to review PRD standards. The applicant is not expected to have preliminary plans for review at this time. The meeting is intended to determine whether the PRD and Area Specific Plan is the appropriate choice, whether other approvals are required, and to explain the planning and approval process for an Area Specific Plan and PRD.

3. Area Specific Plan

An Area Specific Plan is intended to provide a closer analysis of an area than is found in the citywide *Master Plan*. A collaborative planning process, involving residents and property owners, businesses, institutions, and developers, is fundamental to the development of a successful plan. The planning process should include but is not limited to the following steps: data collection; identification of problems and opportunities; a "visioning" process for the future; decisions on area boundaries, goals and priorities; formulation of plan alternatives; neighborhood-wide "testing" of the plan alternatives; refinements to the plan; and an implementation strategy. More information on Area Specific Plans is found in Chapter 11 of the *Master Plan*, available online at www.grcity.us/planning.

With the approval of the Planning Commission and City Commission, an Area Specific Plan becomes an amendment to the citywide *Master Plan*. As part of the *Master Plan*, the Area Specific Plan may be used to justify decisions consistent with the plan, including rezoning of property to a PRD.

Neighborhood review and input on specific project proposals is strongly encouraged to ensure continued neighborhood support for the implementation of the plan. Recommended procedures are found in Section 5.12.06. of the Zoning Ordinance.

4. Application

An application packet for a PRD is available from the Grand Rapids Planning Department, located on the second floor of 1120 Monroe Avenue NW or at the Planning Dept's website www.grcity.us/planning under Forms and Applications. You may also call 616-456-4100.

A complete application must be received at least one (1) month prior to the Planning Commission meeting. The project description is a very important part of the application. See www.grcity.us/planning for the schedule of Planning Commission meetings and application deadlines.

If the proposal also requires a Special Land Use approval, the SLU application must be submitted at the same time.

An applicant may also be referred to the City staff "Design Team" to obtain input from other City departments such as the City Engineer, Traffic Engineer, Environmental Protection, Fire, Water, and others.

5. Staff Review

The application will be reviewed by Planning Department staff prior to submission to the Planning Commission. A Planner may contact the applicant with questions or requests for additional information, or may advise the applicant on recommended changes or revisions to the application and submittals for the purpose of clarity.



Application Procedures

Planned Redevelopment District

6. Notice of Public Hearing

Following the staff review, the PRD application is forwarded to the Planning Commission for a public hearing. A notice of the public hearing is published in the Grand Rapids Press 15 days prior to the Planning Commission meeting. Property owners and residents within a 300 ft radius of the subject property are notified by post card. Interested persons may submit a letter or speak at the public hearing.

7. Planning Commission Meeting

Each public hearing item for consideration is assigned an approximate start time. The Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present information on his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission then allows public comment on the application, and a chance for the applicant to respond to any concerns or questions. The public comment period is then closed and the Planning Commission deliberates on the request in open session. The Planning Commission may recommend approval or denial, or may table the application. A recommendation for PRD rezoning will include conditions of approval that specify the permitted uses on the site.

8. City Commission Action

The Planning Commission recommendation is forwarded to the City Commission for consideration, and if approved, for adoption of a City ordinance. The City Commission will consider the recommendation of the Planning Commission through the following process.

- The proposed PRD is presented to the Community Development Committee of the City Commission. The Commission sets a date for the adoption of the ordinance. If desired, the City Commission will set a public hearing before voting on the proposed ordinance.
- If the decision is to hold a public hearing, the hearing date is approximately one month later, following the same procedures for notice of public hearing and postcard mailing described in #6. above.
- The decision to adopt the ordinance is typically made at the next regularly scheduled City Commission meeting.
- The effective date of City Commission approval is 30 days after the decision.

9. No Appeal

If the City Commission denies an application for a PRD, the applicant may not appeal the decision. The applicant may submit an application for a use variance to the Board of Zoning Appeals or pursue action in Circuit Court as alternatives avenues for project consideration.

10. Written Notice

The applicant will be provided with a letter and resolution that documents the decision of the City Commission, including any conditions of approval.



Site Plan Review

Planned Redevelopment District

General Plan Requirements

- ☐ Project Info: Project address and name, scale, north arrow, location map, date(s) of submission/revisions, sheet number, name, address, phone number, and email of the designer(s) who prepared each plan
- ☐ Scale:
 - For less than 3 acres, 1" = 50'
 - For more than 3 acres, 1" = 100'
- ☐ Site Plans, Elevations, etc:
 - (1) Full size (24" x 36") set of plans
 - (2) Copies of plans on 11" by 17" paper
 - (1) Digital copy of plans on a CD/DVD, with an individual PDF file of each drawing, plan or other document.

Site Data

- ☐ Existing zoning of property and all abutting properties
- ☐ Property dimensions and gross acreage or square footage (including width, length, and frontage)
- ☐ Net acreage or square footage, minus rights-of-way and submerged land
- ☐ Existing and proposed topography of the property and within 100' of the property at 2-ft intervals
- ☐ Existing lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- ☐ Proposed lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- ☐ Existing and proposed easements, including type

Access, Circulation and Parking Plans

- ☐ Dimensions, curve radii and centerlines of existing and proposed access points, streets, rights-of-way, or access easements
- ☐ Existing driveways and street intersections within 250 feet of the property
- ☐ Dimensions of acceleration, deceleration and passing lanes
- ☐ Cross section details of proposed streets, driveways, parking lots, sidewalks and non-motorized paths, with materials and thickness
- ☐ Traffic regulatory signs and pavement markings
- ☐ Designation of fire lanes
- ☐ Existing and proposed parking and loading areas, including location and size
- ☐ Calculations for the required number of parking and loading spaces
- ☐ Dimensions of parking spaces, landscape islands, circulation aisles, and loading zones
- ☐ Existing and proposed sidewalks or pathways within the site and in the right-of-way

Landscape and Screening Plans

- ☐ Locations, sizes, and types of existing trees 6 inches in diameter, measured at 3½ ft off the ground, including what is to be removed and what is to be preserved

Landscape and Screening Plans (cont.)

- ☐ General location of all other existing plant materials, identification of the plant material, including what is to be removed and what is to be preserved
- ☐ Existing and proposed lawns and landscaped areas
- ☐ Location and type of all proposed shrubs, trees, and other live plant material
- ☐ Planting list for proposed landscape materials with caliper size or height of material, quantity, botanical and common names, and method of installation
- ☐ Details on screening
- ☐ Location, size, height, and construction materials for all fences, walls and berms

Building and Structure Plans

- ☐ Location, height, and exterior dimensions of all proposed structures on the property
- ☐ Building floor plans and total floor area, including number and height of stories
- ☐ Building elevations for all sides, at an appropriate scale
- ☐ Description of all exterior building materials and colors (samples may be requested)
- ☐ Calculations of transparency requirements

Drainage and Utility Plans

- ☐ Location of existing drainage courses, floodplains, streams, wetlands, and other water bodies
- ☐ Existing and proposed water mains, water service, storm water loads and fire hydrants
- ☐ Stormwater retention/detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls, and calculations
- ☐ Site grading, drainage patterns, and other stormwater management measures
- ☐ Underground storm sewers and drains, including location and size
- ☐ Existing and proposed, above and below ground gas, electric, and telephone lines
- ☐ Transformers and utility boxes, including locations and dimensions

Other Site Features

- ☐ Location, height, and dimensions of storage facilities
- ☐ Waste receptacles and transformer pads and enclosures/screening
- ☐ Extent of any outdoor sales or display area
- ☐ Existing and proposed building and site lighting
- ☐ Photometric plan with: 1) foot candle readings at 10' intervals or less, 2) table showing minimum and maximum lighting levels, and maximum to minimum illumination ratios, and 3) location and mounting heights of fixtures [If the project is located in the East Beltline Overlay District, see Section 5.8.04.F.]
- ☐ Size, height, and method of shielding for all lighting on the building and the site
- ☐ Location, size, height, and lighting of all proposed signs on the building and the site



Application Checklist

Planned Redevelopment District

The following items are required for a complete PRD application. Please note that Site Plan Review is part of a PRD application review. Incomplete applications will be returned.

- ☐ **Area Specific Plan, if applicable**
One (1) executive summary, one (1) hard copy and one (1) digital copy of the Area Specific Plan in PDF format.
- ☐ **Signed Application Form**
Complete pages 2 - 3 of the PRD application form. The application must be signed by the applicant and the property owner (if different).
- ☐ **Response to PRD Review Standards**
Complete pages 4 - 6 of the application form. Use a separate paper if needed.
- ☐ **Project Description**
Written description of how the PRD will implement the recommendations of the Area Specific Plan and why flexible development standards are needed for the site. Include specific information on the proposed land uses and how those uses will be integrated within the development. Include the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, current environmental conditions, and other pertinent information. (Use letterhead if possible.)
- ☐ **Site Plans, Building Elevations and Floor Plans**
Enclose site plans, building elevations and floor plans required on the Site Plan Review Checklist.
- ☐ **Special Land Use (SLU), if applicable**
If a Special Land Use approval is also needed, include a completed SLU application. If a Special Land Use request involves the sale or consumption of beer, wine or other alcoholic beverages, the SLU Supplemental application is also needed. See the Special Land Use application.
- ☐ **Neighborhood Outreach**
Include a summary of activities conducted, any correspondence distributed, meeting sign-in sheets, meeting notes, letters of support, etc. Failure to conduct outreach activities may result in tabling of the application.
- ☐ **Fee: \$2,921** (Either by check made payable to City of Grand Rapids, by credit card in person at Development Center, or by credit card over the phone by calling (616) 456-4100)
- ☐ **Plan Submittal**
Two (2) 11" x 17" copies
One (1) digital copy submitted in PDF format (one file for each drawing, plan, or document)
- ☐ **Legal Description**
Provided digitally in Word or Text format

Additional Information

In the course of reviewing the application, the Planning Department staff may request additional information from the applicant.